



City of Cleveland Citizen Portal

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Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▾

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional Information

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Basic Information > Location and Owner

* indicates a required field.

Address

* Street No.:

Direction:

* Street Name:

Street

Type:

Unit Type:

Unit No.:

City:

State:

* Zip:

Number of Units:

Search

Clear

Parcel

* Parcel Number:

* Ward:

AFFIDAVIT EXHIBIT A

Search**Clear**

Owner

* Owner Name:



* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip:

Search**Clear****Save and resume later****Continue Application »**

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Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▾

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional Information

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Basic Information > Contacts

* indicates a required field.

Responsible Party

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account

Add New

Corporation/Partnership Information

CORPORATION INFO

* Is the owner an individual or a Corporation/Partnership?:



--Select--



Partnership/Corporation Information

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account

Add New

Property Owner Residence

Contact Information

* First:

* Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

* Contact Phone

* E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue


Clear

Discard Changes

Corporation/Partnership Information

CORPORATION INFO

* Is the owner an individual or a Corporation/Partnership?:

 --Select--

--Select--

Corporation/Partnership

Individual

Partnership/Corporation Information

Contact Information

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Contact Phone

Work Phone:

Mobile Phone:

Fax:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue **Clear** [Discard Changes](#)

Property Owner County

* Please select the County where the property owner resides:

--Select--



Local Agent in Charge

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account

Add New

Save and resume later

Continue Application »

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Select from Account

Add New

Property Owner Residence

Property Owner County

* Please select the County where the property owner resides:

--Select--

Cuyahoga

Geauga

Lake

Lorain

Medina

✓ Other

Portage

Summit

Contact Information

* First:

Middle:

* Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Contact Phone

Work Phone:

Mobile Phone:

Fax:

E-mail:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

[Continue](#)[Clear](#)[Discard Changes](#)



City of Cleveland Citizen Portal

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Logged in as: SAM SMITH

Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▼

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional
Information

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Additional Information > Registration Details

* indicates a required field.

Registration Details

Rental Information

* Have you previously registered this property with the City? :

☐ Yes ☐ No

* Number of Units:

* Are any of the units occupied full time by the owner of the property?:

☐ Yes ☐ No

* Is there a delinquent property tax balance on this parcel?:

☐ Yes ☐ No

* Are there any open violations on the property?:

* Year Built:

Save and resume later

Continue Application »

*** Are there any open violations on the property?:**

*** Year Built:**

--Select--

--Select--

No

Unknown

Yes

Search Building Records Permits and

Rental Registration

1 Basic Information 2 Additional Information

Step 2: Additional Information >

Registration Details

Rental Information

*** Have you previously registered this property with the City? :**

*** Number of Units:**

*** Are any of the units occupied full time by the owner of the property?:**

*** Is there a delinquent property tax balance on this parcel?:**

*** Are there any open violations on the property?:**

*** Year Built:**

--Select--

Pre 1900

1900

1901

1902

1903

1904

1905

1906

1907

1908

1909

1910

1911

1912

1913

1914

1915

1916

1917

--Select--

4 Pay Fees

ils



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Logged in as: SAM SMITH

Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▼

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional
Information

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Additional Information > Registration Details

* indicates a required field.

Registration Details

Rental Information

* Have you previously registered this property with the City? :

☐ Yes ☒ No

* Number of Units:

30

* Are any of the units occupied full time by the owner of the property?:

☐ Yes ☒ No

* Is there a delinquent property tax balance on this parcel?:

☐ Yes ☒ No

* Are there any open violations on the property?:

--Select--

* Does the owner pay the water utility bill?:

☐ Yes ☐ No

* Does the owner pay the electric utility bill?:

☐ Yes ☐ No

* Does the owner pay the gas utility bill?:

☐ Yes ☐ No

*** Has the property undergone a HVAC Safety Inspection within the last year?:**

☐ Yes ☐ No

*** Year Built:**

--Select--

[Save and resume later](#)

[Continue Application »](#)

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Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▼

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional
Information

3 Review

4 Pay Fees

5 Record Issuance

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Rental Information

* Have you previously registered this property with the City? :

☐ Yes ☒ No

* Number of Units:

30

* Are any of the units occupied full time by the owner of the property?:

☐ Yes ☒ No

* Is there a delinquent property tax balance on this parcel?:

☐ Yes ☒ No

* Are there any open violations on the property?:

Unknown ▼

* Does the owner pay the water utility bill?:

☐ Yes ☒ No

* Does the owner pay the electric utility bill?:

☐ Yes ☒ No

* Does the owner pay the gas utility bill?:

☐ Yes ☒ No

*** Has the property undergone a HVAC Safety Inspection within the last year?:**

☒ Yes ☐ No

*** Enter the date of the HVAC Safety Inspection:**

MM/DD/YYYY



*** Year Built:**

--Select--



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Continue Application »

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Logged in as: SAM SMITH

Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▾

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional
Information

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Additional Information > Registration Details

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Registration Details

Rental Information

* Have you previously registered this property with the City? :

☐ Yes ☒ No

* Number of Units:

30

* Are any of the units occupied full time by the owner of the property?:

☐ Yes ☒ No

* Is there a delinquent property tax balance on this parcel?:

☐ Yes ☒ No

* Are there any open violations on the property?:

Unknown ▾

* Does the owner pay the water utility bill?:

☐ Yes ☒ No

* Does the owner pay the electric utility bill?:

☐ Yes ☒ No

* Does the owner pay the gas utility bill?:

☐ Yes ☒ No

*** Has the property undergone a HVAC Safety Inspection within the last year?:**

☒ Yes ☐ No

*** Enter the date of the HVAC Safety Inspection:**

03/22/2025



*** Year Built:**

1942



*** Has a Lead Safe Certificate been filed for this address?:**

☒ Yes ☐ No

Lead Safe Certificate Number:

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[Continue Application »](#)

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Collections (0)

Cart (0)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▼

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional
Information

3 Review

4 Pay Fees

5 Record Issuance

Step 2: Additional Information > Registration Details

* indicates a required field.

Registration Details

Rental Information

* Have you previously registered this property with the City? :

☐ Yes ☒ No

* Number of Units:

30

* Are any of the units occupied full time by the owner of the property?:

☐ Yes ☒ No

* Is there a delinquent property tax balance on this parcel?:

☐ Yes ☒ No

* Are there any open violations on the property?:

Unknown ▼

* Does the owner pay the water utility bill?:

☐ Yes ☒ No

* Does the owner pay the electric utility bill?:

☐ Yes ☒ No

* Does the owner pay the gas utility bill?:

☐ Yes ☒ No

*** Has the property undergone a HVAC Safety Inspection within the last year?:**

☒ Yes ☐ No

*** Enter the date of the HVAC Safety Inspection:**

03/22/2025



*** Year Built:**

1942



Upon submission of this record, apply for a Lead Safe Certificate

*** Has a Lead Safe Certificate been filed for this address?:**

☐ Yes ☒ No

Save and resume later

Continue Application »

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Search...

- Home
- Building & Housing
- Assessments and Licenses
- Public Health
- Public Safety
- more ▾

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information	2 Additional Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Additional Information > Supporting Documentation

* indicates a required field.

Attachment

The maximum file size allowed is **500 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;
are disallowed file types to upload.

Action	Name	Type	Size	Latest Update
No records found.				

Add

Save and resume later

Continue Application »



Search...

- Home
 - Building & Housing**
 - Assessments and Licenses
 - Public Health
 - Public Safety
- [more](#) ▼

[Search Building Records](#) [Permits and Registrations](#)

Rental Registration

1 Basic Information	2 Additional Information	3 Review	4 Pay Fees	5 Record Issuance
---------------------	--------------------------	----------	------------	-------------------

Step 3: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rental Registration

Address [Edit](#)

123 MAIN
CLEVELAND OH 44114
Number of Units: 30

Parcel [Edit](#)

Parcel Number: 1234
Ward: 1

Owner [Edit](#)

ABC OWNER
123 MAIN
CLEVELAND OH 44114

Responsible Party [Edit](#)

JOHN DOE
123 MAIN
CLEVELAND, OH, 44114
Contact Phone123-456-7891
E-mail:JOHNDOE@GMAIL.COM

Corporation/Partnership Information

CORPORATION INFOEdit

Is the owner an individual or a Corporation/Partnership?
Corporation/Partnership?:

Partnership/Corporation InformationEdit

Property Owner Residence

Property Owner CountyEdit

Please select the County where the property owner resides: Cuyahoga

Local Agent in ChargeEdit

Registration Details

Rental InformationEdit

Have you previously registered this property with the City? :No

Number of Units:30

Are any of the units occupied full time by the owner of the property?:No

Is there a delinquent property tax balance on this parcel?:No

Are there any open violations on the property?:Unknown

Does the owner pay the water utility bill?:No

Does the owner pay the electric utility bill?:No

Does the owner pay the gas utility bill?:No

Has the property undergone a HVAC Safety Inspection within the last year?:Yes

Enter the date of the HVAC Safety Inspection:03/22/2025

Year Built:1942

Has a Lead Safe Certificate been filed for this address?:No

Attachment

Edit

The maximum file size allowed is **500 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;
are disallowed file types to upload.

Action	Name	Type	Size	Latest Update
No records found.				

Save and resume later

Continue Application »



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Search...



Home **Building & Housing** Assessments and Licenses Public Health Public Safety

more ▼

Search Building Records

Permits and Registrations

Rental Registration

1 Basic Information

2 Additional Information

3 Review

4 Pay Fees

5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Rental Registration Fee	30	\$2,100.00

TOTAL FEES: \$2,100.00

Note: This does not include additional inspection fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

Conditions

Showing 1-1 of 1

BuildingHousing - 1 Applied

Rental Registration

Additional Documents

The following documents are required for Certificate Approving Rental Occupancy:

Notice

Check Out »



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Collections (0)

Cart (1)

[Account Management](#)

[Logout](#)

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

[more](#) ▾

[Dashboard](#)

[My Records](#)

[My Account](#)

[Advanced Search](#) ▾

Cart

1 Select item to pay

2 Payment
information

3 Receipt/Record
issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

123 MAIN, CLEVELAND OH 44114

1 Application(s) | \$2,100.00

▸ Rental Registration
25TMP-022683

Total due: \$2,100.00

Total amount to be paid: \$2,100.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

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Logged in as: SAM SMITH

Collections (0)

Cart (1)

Account Management

Logout

Search...



Home

Building & Housing

Assessments and Licenses

Public Health

Public Safety

more ▼

Dashboard

My Records

My Account

Advanced Search ▼

1 Select item to pay

2 Payment
information3 Receipt/Record
issuance**Step 2: Payment information**

Please select a payment method and then fill in all required information.

The available payment methods are:

↳ Credit Card

↳ Bank Account

Use the dropdown menu to change the payment type.

CONVENIENCE FEE DISCLOSURE

The City of Cleveland uses Official Payments to process online electronic check payments as well as credit & debit card payments for American Express, Discover, MasterCard and Visa for permit and license applications accepted in Accela Citizen Access.

Please note there is a convenience fee associated with paying online. The City of Cleveland does not retain any portion of these additional fees. Below are the current rates and fees.

ELECTRONIC CHECK: Flat Rate of \$2.45 per payment

CREDIT OR DEBIT CARD: Service Fee Charge of 3.06% with a \$2.45 minimum per payment

When paying online, two (2) line items will appear on your credit card or bank statement as **OPC*City of Cleveland ACA**. The first line item will be the license/permit fee and the second line item will be the convenience fee.

If you do not wish to incur the convenience fees, you must remit your application and associated fees in person or by mail to the appropriate department.

Please direct online payment questions or concerns to those listed below:

Permits and Licenses from Assessments and Licenses 216-664-3875

Permits and Licenses from Building and Housing 216-664-2025

* indicates a required field.

Payment Options

Amount to be charged: \$2,100.00

- ☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

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